

Attach check or money order
DO NOT SEND CASH

APPLICATION FOR RENEWAL OF A SUBSTITUTE LICENSE

(Note: You may not renew your license earlier than one year from its expiration date.)

**Board of Educational Examiners
Use Only**

INSTRUCTIONS: (Incomplete applications may be returned.)

Revised 5/08

1. To renew a substitute teaching license, provide either verification of at least 30 days of substitute teaching during the term of the license or transcripts showing the completion of one semester hour of credit taken from either a regionally accredited college or AEA license renewal credit.
2. Continuing education units (C.E.U.s) are not accepted for renewal.
3. Include a copy of the certificate verifying completion of the **child and dependent abuse mandatory reporter training** if you are currently serving in an Iowa School system **or** if you have an Iowa address. The mandatory reporter training is waived if you do not have an Iowa address **and** you are not serving in an Iowa school.
4. The application packet must include a completed application, \$85.00 fee, and a transcript or verification of substitute teaching . All fees are NONREFUNDABLE.
5. Send all materials and check or money order (made payable to the Board of Educational Examiners) to the **Board of Educational Examiners, Licensure, Grimes State Office Building, 400 East 14th St., Des Moines, IA 50319-0146.**

Name changes require a photocopy of official legal documentation.

Applicant's Folder #	Social Security #	Date of Birth Month Day Year	<input type="checkbox"/> Male <input type="checkbox"/> Female
Last Name	First Name	Middle Name	Maiden Name
Address	City	State	Zip Code
Home Phone ()	Work Phone ()	Email Address	

Background Information:

For any "Yes" response, attach a written explanation on 8 1/2" x 11" paper. Be sure to include the date of the violation. DO NOT explain on this application form. *If you have reported a "Yes" response on a previous application, check "PR" (previously reported) instead of "Yes" on this application, if no further conviction(s) has occurred.

- a. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a felony?
- b. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a crime other than parking or speeding violations?
(NOTE: Include all deferred judgments.)
- c. Yes ☐ No ☐ Do you currently have any criminal charges pending against you?
- d. Yes ☐ No ☐ PR ☐ Have you ever had a founded report of child abuse made against you?
- e. Yes ☐ No ☐ PR ☐ Have you ever had an educational license denied, revoked, or suspended?
- f. Yes ☐ No ☐ Are you a United States citizen? If you answered "No," check if you are:
 - ☐ a qualified alien (as defined in 8 U.S.C.A. § 1641). If so, please provide appropriate documentation.
 - ☐ an alien who is paroled into the United States under 8 U.S.C.A. § 1182(d)(5) for less than one year. If so, please provide appropriate documentation.
 - ☐ a foreign national not physically present in the United States.
 - ☐ other – Please provide a detailed explanation on a separate 8 1/2 x 11 sheet of paper

Statement of Fraud:

An application will be considered fraudulent, and may be denied, if it contains any false representation or omission of material fact, or if false records are submitted in support of the application.

I certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding information is true and correct.

Signature of Applicant

Month Day Year

To be completed by district administrator or official.

I hereby verify that the applicant served successfully as a substitute teacher in this school district during the term of his/her license.

_____ Number of days taught during the term of the license.

School District

City

State

Type or Print Name

Signature

If substitute teaching experience is completed in more than one school district, each school district must verify the number of days substituted. Use official school letterhead for additional verification. (It is unnecessary to verify more than 30 days of substitute teaching.)